

Environmental Reference Group

Meeting Minutes

Details: Date: Monday 12 February 2018
Time: 5.00pm – 7.00pm
Venue: Committee Room 2, MOB G, Wellington City Council, Wakefield St
Chair: Mark Fenwick

Members: Chris Paulin
Chris Watson
Kena Duignan
Lynn Cadenhead
Mark Fenwick

Martin Payne
Mike Britton
Paula Warren
Shenagh Gleisner

Councillors: Peter Gilberd
Iona Pannett

Staff: Maria Burns, Democracy Advisor
Crispian Franklin, Team Leader

ELT Member: David Chick (Chief City Planner)

Apologies: Mark Higham
Graeme Sawyer

Topic		Description
1.	Welcome & Apologies Mark Fenwick	<ul style="list-style-type: none"> Apologies received as above
2.	Conflicts of Interest All	<ul style="list-style-type: none"> No conflicts of interest declared
3.	Previous Minutes Confirmation All	<ul style="list-style-type: none"> The minutes of the December meeting were confirmed
4.	Barbara McKerrow, Chief Operating Officer	<ul style="list-style-type: none"> Barbara came to meet the group, introduce herself and answer questions
5.	Alice Bates, Policy Advisor	<ul style="list-style-type: none"> Alice came to seek feedback on the Public Places Bylaw review. Bylaws are required to be reviewed every 10 years. Comments and feedback to be emailed to Alice directly
6.	Shenagh Gleisner and Moana Mackey, Chief Advisor to the Chief Planner	<ul style="list-style-type: none"> Provided an update following their catch up. Compliance and consents now all together (building, RMA, public health). Spatial/ places (district plan, heritage, urban design, cycleway's) are now a one stop shop

		<ul style="list-style-type: none"> • Transport now all physically sitting together which has made a big difference. Key contacts are Anna Harley, Manager City Design & Place Planning, and Mark Pattemore, Manager City Consenting & Compliance • Resilience and sustainability need to be business as usual not a tick box/ side thought • City Housing sits with Barbara, all other housing relating with Ian Pike • Criticism better from ERG than in the public domain, a wealth of knowledge to tap into. • Drafting next stage of Low Carbon Capital Plan
7.	Mark Fenwick	<ul style="list-style-type: none"> • Draft Te Reo Policy
8.	Round table updates from portfolio groups Portfolio work/feedback and general ERG documents catch-up	<ul style="list-style-type: none"> • Not enough time to get an update from all but Paula did update that the Let's Get Welly submission had been completed
9.	General Business	<ul style="list-style-type: none"> • Maria advised that recruitment was underway for at least 1 new member and will keep the group updated of any progress • A request was made for an LTP timeline, Maria to provide. 1 hour workshop next meeting, Shenagh to facilitate

Action Points Arising		Responsibility	Deadline
1.	Use Loomio to develop portfolio principles	All	Ongoing
2.	Mark and Lynn to write paragraph outlining what the group does and individual skills	Mark and Lynn	March
3.	Update from Bec Ramsey	Maria	12 March
5.	ERG recruitment of new member – interviewing 20 February	Maria	End February
8.	Group to work towards making strong submission on LTP, esp. re principles and performance indicators; Chris P to coordinate	All	Ongoing

Portfolio Groups	ERG Lead	Council Officer
Transport	Paula Warren	Jane Black (LGWM)
Climate Change	Chris Watson	Moana Mackey, Programme Manager Sustainability
Waste	Martin Payne	Adrian Mitchell, Waste Operations Manager
Urban Growth/Open Space	Graeme Sawyer; Kena Duignan	Emily Alleway, Senior Urban Designer and Anna Harley, Design & Delivery Manager
Water	Chris Paulin	Yon Cheong Manager, Regional Strategy and Policy Wgtn Water
Resilience	Lynn Cadenhead	Mike Mendonca, Chief Resilience Officer
Urban Design Agency	Shenagh Gleisner; Mark Higham	Baz Kaufman, Manager Strategy And Research
Mana whenua iwi & Treaty Relations	Mark Fenwick	Vacant
Biodiversity	Lynn Cadenhead; Mike Britton	Daniela Biaggio, Team Leader Biodiversity & Urban Ecology